

CONFIDENTIAL
(When Filled In)

FORM STOCK REPLENISHMENT NOTICE, COORDINATION AND APPROVAL RECORD					
I STOCK REPLENISHMENT NOTICE			II REFERRAL		
TO: FORMS MANAGEMENT BRANCH			TO:		
FROM: OL/SD/DSCB		DATE	FROM: FORMS MANAGEMENT BRANCH		DATE STAT
FORM NO.		EDITION DATE	Please review currency, points of and need for continued stockage, possibility of future revision, adequacy of present procedures and issuances, and any other factors affecting continued requirements for this form. If unclassified, weigh advisability of printing outside Agency by unclassified personnel. Complete Sec. III and return within 30 calendar days from this date. Failure to reply or to call [] may result in automatic procurement of a limited supply of forms without further consultation with your office.		
Please verify current status of this form and authorize reprint or other appropriate action to replenish stocks.		LEVEL (YR. RQMTS.)			
SUPPLIES NOW HELD BY BSOs					
PLUS DEPOT BACK-UP STOCKS					
EQUALS ON-HAND STOCKS					
PLUS DUES-IN					
EQUALS SUB-TOTAL					
MINUS DUES-OUT					
EQUALS AVAILABLE SUPPLY					
DIVIDED BY MONTHLY USE					
EQUALS MONTHS SUPPLY ON-HAND					
RECOMMENDED ORDER			REMARKS		
III COORDINATION					
TO: FORMS MANAGEMENT BRANCH			FROM:		DATE
<input type="checkbox"/> APPROVED UNCONDITIONALLY		<input type="checkbox"/> APPROVED WITH MODIFICATIONS		<input type="checkbox"/> DISAPPROVED	
<input type="checkbox"/> REVISION REQUIRED		<input type="checkbox"/> REVISED FORM, FORM 30 AND SUPPORTING PAPERS ATTACHED			
<input type="checkbox"/> REVISED FORM, FORM 30 AND SUPPORTING PAPERS WILL BE FORWARDED BY (DATE)					
<input type="checkbox"/> INTERNAL PRINTING ONLY		<input type="checkbox"/> EXTERNAL PRINTING (BY UNCLEARED PERSONNEL) IF FEASIBLE AND ECONOMICAL			
<input type="checkbox"/> INCREASE ORDER BY (AMOUNT)		REASON FOR INCREASE OR DECREASE			
<input type="checkbox"/> DECREASE ORDER BY (AMOUNT)					
<input type="checkbox"/> FORM IS OBSOLETE		<input type="checkbox"/> USE STOCKS ON-HAND		<input type="checkbox"/> DESTROY STOCKS ON-HAND	
REASON FOR OBSOLESCENCE, REPLACEMENT FORM (if any), STOCK DISPOSITION INSTRUCTIONS AND ANY OTHER RECOMMENDATIONS					
NAME, ROOM, BLDG., AND EXT. OF PERSON PRIMARY RESPONSIBLE FOR FORM				SIGNATURE OF COORDINATING OFFICIAL	
IV APPROVAL					
THRU: OL/PSD		TO: OL/SD/DSCB		FROM: FORMS MANAGEMENT BRANCH	
DATE					
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Approved For Release 2006/11/04 : CIA-RDP78-05054A000100100064-7

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30a USE PREVIOUS EDITION.

Approved For Release 2006/11/04 : CIA-RDP78-05054A000100100064-7

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COORDINATOR'S FILE

(5-9-37-38)

FORM STOCK REPLENISHMENT NOTICE, COORDINATION AND APPROVAL RECORD				
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FMB REMARKS				APPROVED ORDER
<div style="text-align: right; font-style: italic; font-size: 1.2em;"> FMB/olp/1 Info/action </div>				OL/PSD/ USE ONLY
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			DATE
STAT			

Signature
 Smb
 "C"

1513

ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS INSTRUCTION
NO. 45-8

LI 45-8
LOGISTICS

Revised 27 April 1971

1 AUGUST 1974

SUBJECT : Printing Services

REFERENCE: LI 70-2 dated 25 ^{January} ~~July~~ 1974

1. GENERAL

STATINTL This Instruction sets forth the procedures required for obtaining printing ^{and other services} services, including graphics and visual aids support and the printing of forms for stock replenishment, through the Printing Services Division. ^(PSD) It also implements and establishes a procedure within the Office of Logistics ^(or) for numbering Printing Services Requisitions (Form 70).

2. BACKGROUND

^{PSD} The Printing Services Division will procure or approve for procurement ~~all printing~~, including that which is procured from the Government Printing Office. ^(GPO) Requests for printing services will be routed from the central receiving point to the most suitable producing plant, to the Government Printing Office or to Procurement Division ^(PD) for commercial procurement, as each case may warrant.

3. SUBMISSION OF REQUESTS FOR PRINTING SERVICES

All requests for printing services will be addressed to the central receiving point, Production Manager, Printing Services ^{PSD} Division, Room 154 Printing Services Building. Exceptions to this may be authorized only by the Chief, PSD, or his designee at the central receiving point.

a. Printing Services Other Than for Printed Forms

Printing Services Requisitions (Form 70) will be numbered in accordance with procedures outlined in paragraph 4,

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LOGISTICS INSTRUCTION
NO. 45-8

LI 45-8
LOGISTICS
Revised 27 April 1971

and submitted to the central receiving point. While requisitioning offices are encouraged to indicate the desired reproduction process on the requisition, the ~~PSD Printing Services Division~~ has the final responsibility for selection of process, format, and the facility where the work will be done. Discussions regarding graphics or visual aids work may be directed to the Chief, Graphics and Visual Aids Staff, PSD, ED-79 Headquarters Building [REDACTED]

STAT

b. Printing of Office of Logistics Forms

Requests for new, revised, or reprint orders for forms or form letters, which are of primary interest to, initiated by, or for sole consumption of the Office of Logistics, will be submitted in accordance with the procedures contained in LI 70-2.

c. Printing of Forms for Stock Replenishment or Overseas Use

(1) ~~Prior to submitting a requisition for these forms, certain coordination must be made and approvals obtained. These include approvals by the Area Records Officers and/or Forms Management when a revision is involved. Also, a determination by the PSD the Printing Services Division will be made as to whether the form will be printed in Agency facilities, the Government Printing Office, or commercial concerns. These approvals and decisions will be indicated on Form 30A. When it has been determined that a form will be printed in Agency facilities, a Printing Services Requisition (Form 70) will be submitted. When the form is to be printed by other than Agency facilities, a Form 1245 will be prepared, a voucher Number assigned and ten run-off copies submitted. Both the Form 70 and Form 1245 will indicate the necessary approvals which have been granted.~~ *Logistics Center*

ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS INSTRUCTION
NO. 45-8

LI 45-8
LOGISTICS

Revised 27 April 1971

- (2) Where printing is to be accomplished at GPO, ~~the Printing Services Division will prepare~~ ^{PSD} Standard Form 1, ~~requesting that the work be processed or that a waiver be granted for commercial procurement.~~ ^{processed by PSD}
- (3) When a waiver ^{for commercial procurement} is granted, it will be forwarded with a request and eight copies of Form 1245 ~~to Procurement Division for action.~~ ^{to PD}
- (4) One copy of Form 1245 will be returned to Supply Division, Supply Management Branch ^(SD/SMB) indicating that action has been transferred to Procurement Division. ^{PD.}
- (5) Requests for procurement of standard forms will be prepared on Form 1245 and forwarded ~~to Procurement Division, through Supply Management Branch, Supply Division.~~ ^{to PD, SD/SMB.}

4. EXCEPTIONS

~~Exceptions to the routing of work to the central receiving point may be authorized by the Chief, Printing Services Division, or his designee at the central receiving point.~~ ^{PSD}

5. NUMBERING OF PRINTING SERVICES REQUISITIONS (FORM 70) WITHIN THE OFFICE OF LOGISTICS OL

- a. The Executive Officer, for the Office of the Director, and the Chiefs of Staffs and Divisions, OL, shall designate one individual who will be responsible for maintaining centralized control of Printing Services Requisition job numbers for each code number assigned. The Executive Officer, OL, shall designate personnel to sign Printing Services Requisitions and furnish

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LOGISTICS INSTRUCTION
NO. 45-8

LI 45-8
LOGISTICS
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^{PSD,}
the Chief, ~~Printing Services Division~~, with any changes to the list. Code numbers to identify ^{OL} ~~Office of Logistics~~ requisitioning offices are assigned as follows:

- 820 Office of the Director (including Executive Office) ^{and Procurement Management Staff}
- 821 ~~Planning Staff~~ ^{and Programs Staff}
- 822 Procurement Division
- 823 Real Estate and Construction Division
- 825 Supply Division
- 826 Supply Division, ~~Central Supply Branch~~ ^{Supply Management Branch} (for stock items)
- 827 Personnel and Training Staff
- 828 Printing Services Division
- 829 Security Staff
- 830 Logistics Services Division

- b. Requisition job numbers will consist of the code number; a secondary number, to be assigned consecutively beginning with "1" at the start of each fiscal year; and the fiscal year number. For example: The first Office of the Director requisition number for the next fiscal year would be "820-1-75."


Acting Director of Logistics

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) APPROVAL OF STOCK REPLENISHMENT ON FORM				
FROM: OL/SD/SMB - TEAM "C" [redacted] 1126 AMES		STATINTL	EXTENSION	NO. DATE
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1.				NOTE: #1: FOR COORDINATION ON ATTACHED 30A PLEASE FORWARD A SAMPLE OF FORM TO BE PRINTED.
2.				
3.				
4. PSD BLDG. RM. 154				
5.				
6. [redacted] 1126 AMES				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STATINTL